

## ABSTRACT

An exemplary embodiment of a project docket management apparatus includes a processor configured to execute a control program and communicate with a user. In a typical aspect, the 5 processor is located in a server computer. The user is one of the personnel assigned to a given project and has authorization to log into the server and access a database of records. The user communicates with the processor to selectively add, edit, modify and delete project records depending on his access level. If the user is an administrator, he has full control over the database records. If the user has a lower access level, he may only be able to view records, for 10 example. The apparatus further includes a notification structure that periodically distributes information to project personnel based on predefined dates or activities. For example, the project personnel may be notified by e-mail when a date deadline is approaching, or when an action has been authorized or completed. Advantages of the invention include the ability provide flexibility and capabilities of managing tasks, events and due dates, while communicating the updated 15 information to all necessary project personnel. In addition, the ability to control access to authorized personnel at various levels allows users to selectively add, edit, modify and delete project records depending on their access level. Finally, the ability to selectively notify the project personnel based on predefined dated or activities keeps all personnel up to date on the project.